My Biz (My Business)

"It's *My* Information"

What is *My Biz?*

An exciting new web-based Oracle Self Service application within the Defense Civilian Personnel Data System (DCPDS) that allows an employee to:

- **Access and view your personnel information 24 hours a day/7 days a week**
- **Maintain your own information, including personal profiles, and benefits**
- **Provide input on performance p**

What Information is Available in *My Biz?*

Initially, you can view data related to your civilian employment, such as

- **Position information (current/historical)**
- **Salary information**
- **Appraisal and Awards information**
- **Benefits**

What Can *My Biz Do* for Me*?*

In addition to viewing your personnel information, you will be able to update information such as:

- **Race and National Origin designation**
- **Handicap code**
- **Email addresses**
- **Phone numbers**
- **Foreign language proficiency**

How do I Access My Biz?

- Type the following URL address into your internet explorer

https://potter.dcpds.cpms.osd.mil:8007/

When you log into My Biz for the *first* time, you will be prompted to provide a user ID and a password

- **Instructions removed per NGB based on current security requirements.**

For instructions or guidance, please contact

SGT Mike Caldwell, mike.caldwell1@us.army.mil

(334) 213-7702 or DSN 363-7702

Or

WOC Lisa Stowers, lisa.stowers@us.army.mil

(334) 271-7228 or DSN 363-7228 **Or**

Employee Self Service Views
"My Biz"

To access *My Biz* navigate to the link

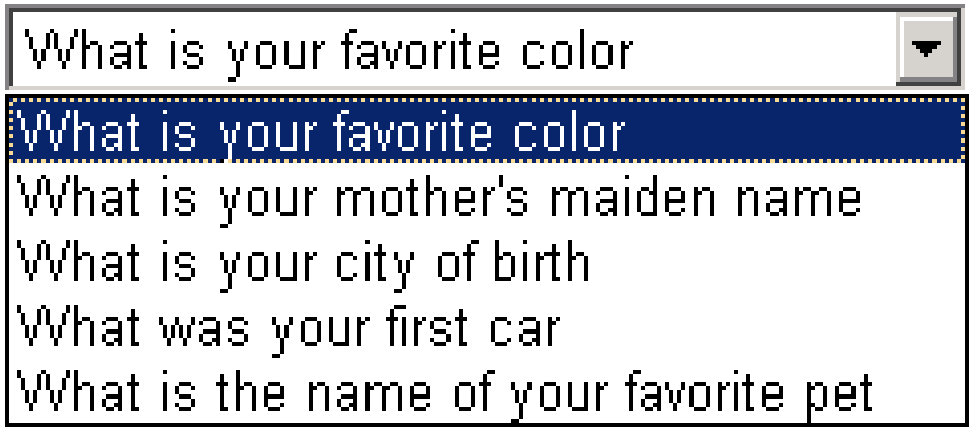
OFFICIAL U.S. GOVERNMENT SYSTEM
FOR AUTHORIZED USE ONLY
WARNINGWARNING***WARNING***WARNING***
Unauthorized access to this U.S. Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers". Unauthorized use is a felony which is punishable by a $10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.
Unauthorized use could result in criminal prosecution.
The information contained in this system is subject to
The Privacy Act of 1974 as amended.
DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA
ORACLE
E-BUSINESS SUITE
User Name
Password
Connect

The default user name and password is found on the previous slide. After successfully entering the userid and password the first time, user will be directed to the Change Password

Your password has expired

Old Password	
New Password	
Repeat New Password	
Security question	What is your favorite color
Answer	
Email Address	

Save


What is your favorite color
What is your favorite color
What is your mother's maiden name
What is your city of birth
What was your first car
What is the name of your favorite pet

The answer provided here will be used to complete user validation if password reset is ever required

After successfully entering the user ID and password the My Biz “home page” will display.

Click the My Biz link; this opens the functions menu of available tasks that can be performed from the selected responsibility within the Self Service application.

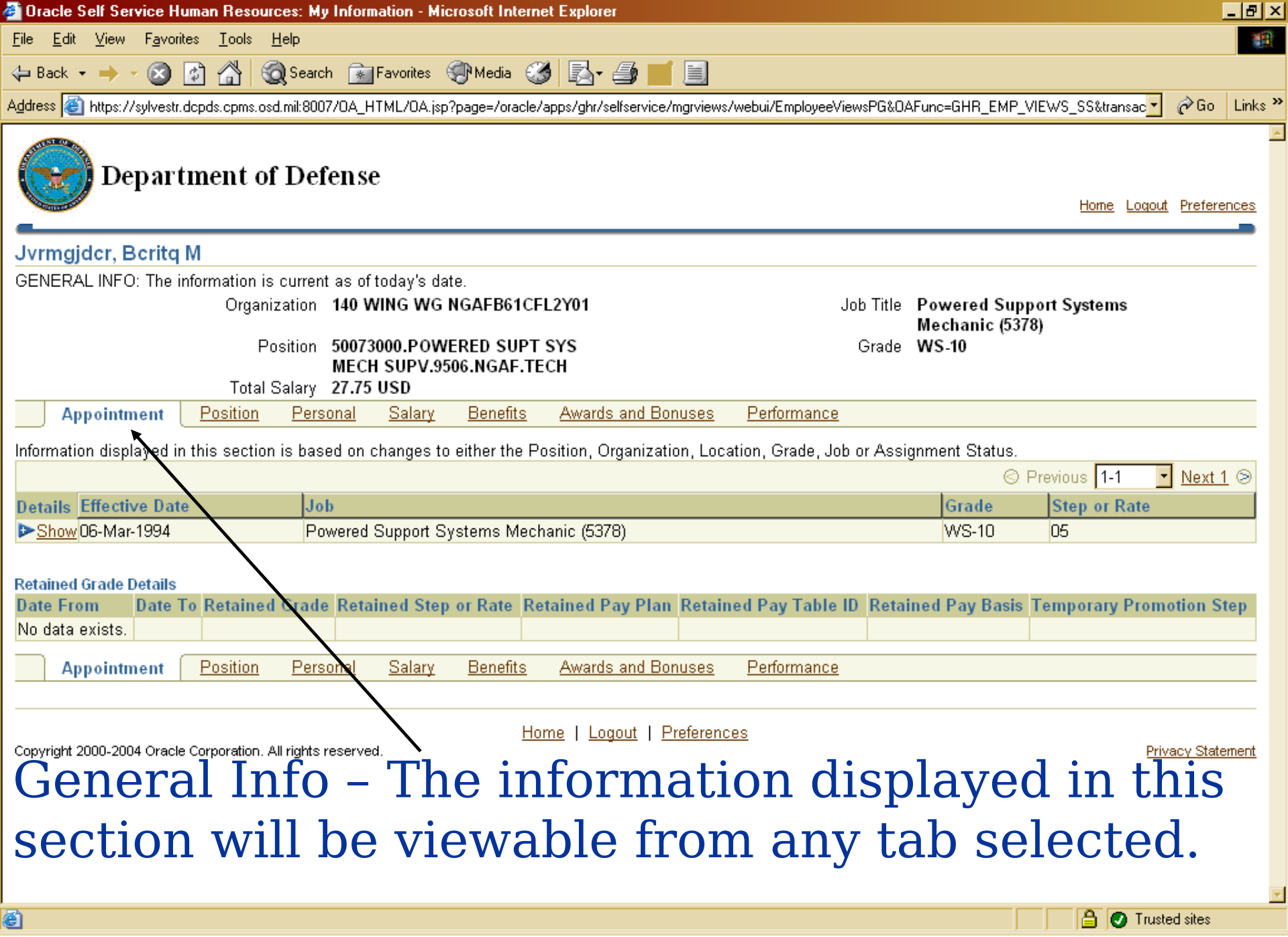
You will now see three columns.

The column in the middle displays the Functions available.

- My Information
- Update My Information
- My Biz Help

The column on the right lists links to other web sites frequently visited by employees.

Let’s begin by clicking on My Information. On the next page, you’ll see your information. When you see “Show”, this is a toggle. Clicking on the show will expand that frame to show more details about the tab you are in. The next several slides show the details of each tab.


Oracle Self Service Human Resources: My Information - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://sylvestr.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?page=/oracle/apps/ghr/selfservice/mgrviews/webui/EmployeeViewsPG&OAFunc=GHR_EMP_VIEWS_SS&transac
Go Links
Department of Defense
Home Logout Preferences
Jvrmgjdcr, Bcritq M
GENERAL INFO: The information is current as of today's date.
Organization 140 WING WG NGAFB61CFL2Y01
Job Title Powered Support Systems Mechanic (5378)
Position 50073000.POWERED SUPT SYS MECH SUPV.9506.NGAF.TECH
Grade WS-10
Total Salary 27.75 USD
Appointment Position Personal Salary Benefits Awards and Bonuses Performance
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.
Previous 1-1 Next 1
Details Effective Date Job Grade Step or Rate
Show 06-Mar-1994 Powered Support Systems Mechanic (5378) WS-10 05
Retained Grade Details
Date From Date To Retained Grade Retained Step or Rate Retained Pay Plan Retained Pay Table ID Retained Pay Basis Temporary Promotion Step
No data exists.
Appointment Position Personal Salary Benefits Awards and Bonuses Performance
Home | Logout | Preferences
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General Info – The information displayed in this section will be viewable from any tab selected.

Oracle Self Service Human Resources: My Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://sylvestr.dcpds.cpms.osd.mil:8007/OA_HTML/OA.jsp?page=/oracle/apps/ghr/selfservice/mgrviews/webui/EmployeeViewsPG&OAFunc=GHR_EMP_VIEWS_SS&transac Go Links

Department of Defense

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GENERAL INFO: The information is current as of today's date.

Organization **140 WING WG NGAFB61CFL2Y01**

Position **50073000.POWERED SUPT SYS MECH SUPV.9506.NGAF.TECH**

Total Salary **27.75 USD**

Job Title **Powered Support Systems Mechanic (5378)**

Grade **WS-10**

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Previous 1-1 Next 1

Details	Effective Date	Job	Grade	Step or Rate
Show	06-Mar-1994	Powered Support Systems Mechanic (5378)	WS-10	05

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No data exists.							

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance

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NERAL INFO: The information is current as of today's date.

Organization **140 WING WG NGAFB61CFL2Y01**

Position **50073000.POWERED SUPT SYS MECH SUPV.9506.NGAF.TECH**

Total Salary **27.75 USD**

Job Title **Powered Support Systems Mechanic (5378)**

Grade **WS-10**

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance

rmation displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Previous 1-1 Next 1

tails	Effective Date	Job	Grade	Step or Rate
Hide	06-Mar-1994	Powered Support Systems Mechanic (5378)	WS-10	05

Work Schedule **F - Full-Time**

Pay Rate Determinant **0 - Regular Rate**

WGI Pay Date

Key Emergency Essential Empl **Not Assigned to Key Emergency Employee Position**

Annuitant Indicator **9 - Not Applicable**

Assignment NTE Start Date

Leave Without Pay Start Date

Sabbatical Start Date

Email Address

Part-Time Hours Biweekly

WGI Due Date

Last Equivalent Increase

Tenure **1 - Permanent - Tenure Group 1**

Date Arrived Personnel Office

Assignment NTE Date

Leave Without Pay End Date

Sabbatical End Date

Employment

ained Grade Details

te From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
data exists.							

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | Performance

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NERAL INFO: The information is current as of today's date.

Organization **140 WING WG NGAFB61CFL2Y01**

Position **50073000.POWERED SUPT SYS MECH SUPV.9506.NGAF.TECH**

Total Salary **27.75 USD**

Job Title **Powered Support Systems Mechanic (5378)**

Grade **WS-10**

Appointment | **Position** | Personal | Salary | Benefits | Awards and Bonuses | Performance

rmation displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

tails	Effective Date	Position Name	Organization	Grade	Job Title	Target Grade	Office Symbol
Hide	06-Mar-1994	50073000.POWERED SUPT SYS MECH SUPV.9506.NGAF.TECH	140 WING WG NGAFB61CFL2Y01	WS-10	Powered Support Systems Mechanic (5378)	WS-10	CAM/MAF

Supervisory Status	**2 - Supervisor or Manager**	Work Schedule	**F - Full-Time**
Part-Time Hours Biweekly		Pay Basis	**PH - Per Hour**
FLSA Category	**E - Exempt**	Bargaining Unit Status	**8888 - Ineligible for Inclusion In A Bargaining Unit**
Pay Table ID	**W022 Oracle Federal Wage Grade Pay Table (FWA) No. W022**	Position Sensitivity	**Noncritical-Sensitive (NCS) National Security Risk** Position
Security Access	**No Access Required; ENTNAC/NAC/NACI Required**	PRP/SCI	
Payroll Office ID	**DE**	Supervisory Diff Eligibility	
Position Occupied	**2 - Excepted Service**	Language Required	
Drug Test	**Agency Req Drug Test of Incumbent (Tier One)**	Training Program ID	**YY**
Key Emergency Essential	**Position Not Designated Emergency-Essential Or Key**	Intelligence Position Ind	**Non-Civilian Intelligence Personnel Management System**
LEO Position Indicator	**0 - No Applicable Program**		

Appointment | **Position** | Personal | Salary | Benefits | Awards and Bonuses | Performance

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NERAL INFO. The information is current as of today's date.

Organization	**140 WING WG NGAFB61CFL2Y01**	Job Title	**Powered Support Systems Mechanic (5378)**
Position	**50073000.POWERED SUPT SYS MECH SUPV.9506.NGAF.TECH**	Grade	**WS-10**
Total Salary	**27.75 USD**		

Appointment | Position | **Personal** | Salary | Benefits | Awards and Bonuses | Performance

following section displays detailed historical information through today's date.

tails **As Of Effective Date**

Hide 22-Oct-1970

SCD Leave	**22-Oct-1970**	Social Security Number	**132-10-0573**
Date Of Birth	**22-Jul-1947**	Gender	**M**
Race or National Origin	**E - White, not of Hispanic origin**	Handicap	**05 - No Handicap**
Citizenship	**1 - U.S. Citizen, includes U.S. Nationals**	Date Last Promotion	**06-Mar-1994**
Agency Code Transfer From		Veterans Preference	**1 - None**
Veterans Preference for RIF	**N - No**	Veterans Status	**N - Not A Vietnam-Era Veteran**
Email Address		Appointment Type	**1C - Excepted - Career**
Current Appointment Authority (1)	**V8K**	Current Appointment Authority (2)	
Previous Retirement Coverage	**Never Covered**	SCD Civilian	**22-Oct-1970**
SCD RIF	**22-Oct-1970**	SCD Retirement	
Reserve Category	**Air National Guard**	Military Recall Status	**Y - Not Applicable**
Date Retired Uniform Service		Uniform Service Component	
Uniform Service Designation		Retirement Grade	
Military Retirement Waiver Ind		Exception Retirement Pay Ind	
Creditable Military Service	**0000**	Frozen Service	**0000**
Date Conversion Career Begins		Date Conversion Career Due	
Date Recmd Conversion Begins		Date Recmd Conversion Due	
Date VRA Conversion Due		Date Prob/Trial Period Begins	
Date Prob/Trial Period Ends			

cation Information

ucation Level	Instructional Program	Year Degree / Cert Attained	Academic Institution Name
h school graduate or certificate of equivalency			

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NERAL INFO: The information is current as of today's date.

Organization **140 WING WG NGAFB61CFL2Y01**

Position **50073000.POWERED SUPT SYS MECH SUPV.9506.NGAF.TECH**

Total Salary **27.75 USD**

Job Title **Powered Support Systems Mechanic (5378)**

Grade **WS-10**

Appointment | Position | Personal | **Salary** | Benefits | Awards and Bonuses | Performance

following section displays detailed historical information through today's date.

Previous 1-1 Next 1

tails	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentage	Currency
Hide	24-Mar-2002	27.75	0.00	27.75	0.00	27.75	13.34	USD

AUO
Availability Pay
Retention Allowance
Supervisory Differential

AUO Premium Pay Indicator
Availability Pay Premium Pay Indicator
Retention Allowance Percentage

Appointment | Position | Personal | **Salary** | Benefits | Awards and Bonuses | Performance

Salary

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Job Title **Powered Support Systems Mechanic (5378)**

Grade **WS-10**

Appointment | Position | Personal | Salary | **Benefits** | Awards and Bonuses | Performance

following section displays detailed historical information through today's date.

LI

GLI	Start Date
sic + Option B (2x) + Option A + Option C (1x)	06-Mar-1994

lth Benefits

tails	Start Date	Health Plan	Enrollment	Premium Conversion
Show	13-Jan-2002	Alliance Health Plan (1R)	Self & Family High Option, or Self & Family (no options) (2)	After Tax

ft Saving Plan

tails	Start Date	Amount	Rate	Status	Status Date
Show	13-Jan-2002		7	Y - Elected To Contribute	12-Apr-1987

Catch Up Contribution

rt Date	Catch Up Amoun
data exists.	

Benefits

irement Plan

rt Date	Retirement Plan	FERS Coverage
Mar-1994	1 - CSRS	0 - Not Covered by FERS

Appointment | Position | Personal | Salary | **Benefits** | Awards and Bonuses | Performance

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Total Salary **27.75 USD**

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Grade **WS-10**

following section displays detailed historical information through today's date.

ard Details

te Award Earned	Award Type	Amount or Hours	Award Percentage	Award Agency
Jun-2003		50		National Guard Bureau
Jan-2001	Time Off Award	10		
Nov-1999	Time Off Award	10		
Apr-1998	Time Off A	10		
Feb-1998	Time Off Award	40		
Sep-1996	Special Act or Service Award	150		
Sep-1996	Special Act or Service Award	150		
Sep-1996	Special Act or Service Award	150		
Sep-1996	Special Act or Service Award	150		
May-1988		807		

Award Type

us Details

ective Date	Bonus Type	Bonus Amount	Expiration Date
data exists.			

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Job Title **Powered Support Systems Mechanic (5378)**

Grade **WS-10**

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | **Performance**

following section displays detailed historical information through today's date.

tails	Appraisal Start Date	Appraisal End Date	Appraisal Type	Rating of Record
Hide	30-Mar-2004		Annual Appraisal	Acceptable, Fully Successful, Pass, Sat, Successful, Successful Level 3 or Equiv

Date Due **30-Apr-2004**
Performance Rating Points
Unit
Office Symbol **CAM/MAF**
Grade **10**
Optional Information

Date Initial Appraisal Due
Date Appraisal Period Ends **30-Mar-2004**
Organization Structure ID **LGMG**
Pay Plan **WS**
Appraisal System Identifier

Show	19-Oct-2002		Annual Appraisal	Exceptional, Outstanding, Superior, Successful Level 1 or Equiv
Show	31-Jul-2001		Annual Appraisal	Exceptional, Outstanding, Superior, Successful Level 1 or Equiv
Show	31-Jul-2000		Annual Appraisal	Exc Fully Succ, Excellent, High-Succ, High Effec, High Succ, Succ Lvl 2 or Equiv
Show	31-Jul-1999		Annual Appraisal	Exc Fully Succ, Excellent, High-Succ, High Effec, High Succ, Succ Lvl 2 or Equiv
Show	31-Jul-1998		Annual Appraisal	Exc Fully Succ, Excellent, High-Succ, High Effec, High Succ, Succ Lvl 2 or Equiv
Show	31-Jul-1997		Annual Appraisal	Exc Fully Succ, Excellent, High-Succ, High Effec, High Succ, Succ Lvl 2 or Equiv
Show	31-Jul-1996		Annual Appraisal	Exc Fully Succ, Excellent, High-Succ, High Effec, High Succ, Succ Lvl 2 or Equiv

Performance

Appointment | Position | Personal | Salary | Benefits | Awards and Bonuses | **Performance**

one Trusted sites

To return to the home page, click on Home at the bottom of the screen.
Now, to update information, click on Update My Information.
The following slides show you the update screens of the Employee Phone Number, the Race and National Origin and the US Fed Language Tabs. To actually update information in any of these tabs, enter the information and

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nployee Phone Number

ndicates required field

Submit Cancel

Employee

Employee Number **2435** Employee Name **Jvrmgjdcr, Bcritq M**

Work Email Address

Phone Information

* Phone Type **Work**

* Phone Number **703 607-5445**

* Date From **25-OCT-2005**

Date To

Submit Cancel

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date My Information

Cancel

Employee

Name **Jvrmgjdcr, Bcritq M** Employee Number **2435**

Work Email Address

Employee Phone Number | Email Address | **Race National Origin** | Handicap Code | US Fed Language

* Race National Origin **White, not of Hispanic origin**

- Chinese
- Filipino
- Guamanian
- Hawaiian
- Hispanic
- Japanese
- Korean
- Not Hispanic in Puerto Rico
- Samoan
- Vietnamese
- White, not of Hispanic origin

Employee Phone Num … l Origin | Handicap Code | US Fed Language

Cancel

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date My Information

Cancel

Employee

Name **Jvrmgjdcr, Bcritq M** Employee Number **2435**

Work Email Address

Employee Phone Number | Email Address | Race National Origin | Handicap Code | **US Fed Language**

Add

Select	Language Identifier	Language Proficiency Level	Language Reading Proficiency	Language Speaking Proficiency	Language Listening Proficiency	Language Writing Proficiency	Start Date	End Date
	No data exists.							

Employee Phone Number | Email Address | Race National Origin | Handicap Code | **US Fed Language**

Cancel

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Summary

- **Immediate secure access to personnel information**

- **Available 24 hours a day, 7 days a week from any .mil domain computer**

- **Convenient access to information, it’s all at your fingertips**

Questions regarding login or functionality?

WOC Lisa Stowers
Personnel Systems Manager
DSN 363-7228
Comm (334) 271-7228
lisa.stowers@us.army.mil

SGT Mike Caldwell
Personnel Assistant
DSN 361-7702
Comm (334) 213-7702
mike.caldwell1@us.army.mil

Questions regarding the Personal, Benefits or Awards TAB? Contact your Services Representative

Ms. Debra Carlisle (A – G)
DSN 363-7588
comm 334 213-7588
debra.bonner@us.army.mil

Ms. Gail Rowan (H – O)
DSN 363-7587
Comm (334) 213-7587
gail.rowan@us.army.mil

SGT Vicky Moore (P - Z)
DSN 363-7561
Comm (334) 213-7561
vicky.n.moore@us.army.mil

Questions regarding the Performance TAB? Contact the Supervisor Human Resources Specialist

CW2 Mims, HR Supervisor
DSN 363-7733
comm 334 213-7733
william.mims@us.army.mil

Questions regarding the Appointment or Salary or Bonuses TAB? Contact the Staffing Section

MSG McNeece, Staffing
DSN 363-7229
comm 334 271-7229
carl.a.mcneece@us.army.mil
Mr. Comstock, Staffing
DSN 363-7230
Comm (334) 271-7230
donald.comstock1@us.army.mil

Questions regarding the Position TAB? Contact the Classification Section

1Lt McNaughton, Classification
DSN 363-7609
comm 334 271-7609
heath.mcnaughton@us.army.mil

Mrs. Angela Blalock, Classification
DSN 363-7224
comm 334 271-7224
angela.blalock@us.army.mil